



MAE'R DDOGFEN HON HEFYD AR GAEL YN SAESNEG / AN ENGLISH-LANGUAGE VERSION OF THIS DOCUMENT IS ALSO AVAILABLE

MAE'R DDOGFEN HON HEFYD AR GAEL YN GYMRAEG / A WELSH-LANGUAGE VERSION OF THIS DOCUMENT IS ALSO AVAILABLE

ENGLISH-LANGUAGE PUBLISHING GRANTS
GUIDELINES
CLASSICS GRANT

1 AIMS

The scheme funds the re-publication of out-of-print or otherwise forgotten classic works of Welsh literature in English. These titles may include prose, poetry, essays, anthologies, memoirs, drama, and journalism. Titles for children as well as adults will be considered. Grants are offered as contributions towards anticipated deficits.

2 ELIGIBILITY

Who may apply?

The scheme is open to publishers in Wales who have a regular publishing programme or have viable plans to establish such a programme. Applications cannot be accepted from authors, self-publishing companies or publishers who wish only, or primarily, to publish their own work (see the **Information for Authors**, <https://llyfrau.cymru/en/awduron-2/>).

Which books are eligible?

The scheme is targeted at rare or out-of-print books of particular literary or cultural merit which might be deemed 'classics' of Welsh literature in English. Categories eligible for support include poetry, fiction, drama, memoir, and anthologies, for children or adults. We welcome applications for books that help to increase diversity in the provision available, in particular work that articulates the life experiences of black, Asian and minority ethnic writers, as well as others with the protected characteristics of the Equality Act 2010.

All books (except, occasionally, books for small children) must contain at least 48 pages of text.

Where there is uncertainty as to eligibility, publishers are asked to discuss their projects with the Books Council's Publishing Development Department before submitting their application.

3 ASSESSMENT CRITERIA AND PRIORITIES

Applications will be assessed according to the following criteria, as appropriate:

- the work's status as 'classic' – what is the literary, artistic, or cultural merit of this work? What is the significance of the work and/or author? What contribution does it make to the existing canon of Welsh writing in English?
- the publisher's ability to edit, publish, market and distribute throughout Wales and beyond

- the degree to which the publisher's need for funding is demonstrated.

There will be stiff competition for these grants: it is important that each application argues the case for awarding a grant as fully as possible.

4 THE GRANT

- The total annual budget for this scheme is in the region of £12,000.
- There is no minimum or maximum grant, but in general the Books Council seeks to meet the difference between the costs of publishing a book and the likely income from sales of this title in the first two years.
- There is no restriction on the number of applications a publisher may submit, but please bear in mind that competition will be fierce and funds finite.

5 APPLICATION PROCEDURE AND TIMETABLE

- Applications must be made on the application form [GA Classics (2021)] which may be obtained from the address at the end of this document, or from the Books Council website.
- The completed form must be accompanied by a complete typescript of the book in digital form, or two hardcopies. In exceptional cases, a sample and/or synopsis may be acceptable, but publishers who wish to explore this option should contact the Publishing Development Department before submitting their application (please note that such applications will be competing against full manuscripts.)
- Publishers should highlight any additional information which will help the Books Council make an informed judgement (e.g. about illustrations or other material not signalled in the typescript).
- The Books Council will commission its own report(s) on the submitted work, which will recommend to the English-language Publishing Grants Subcommittee whether or not a grant should be offered. Copies of these reports will be sent to the publisher. The identity of the Books Council's reader(s), however, will only be made known with their consent.
- Applications are considered by the English-language Publishing Grants Subcommittee, which meets four times a year, usually in February, May, July and October. Deadlines for applications are posted on BCW's website. Applicants will be informed of decisions within a week of the Subcommittee meeting.
- Grants will not be awarded retrospectively. Publishers should allow sufficient time between a Subcommittee meeting and the planned publication date (six months) to avoid committing to publication before hearing the outcome of their application. Should the publication date be too close to the date of the Subcommittee meeting, the Subcommittee may assume that there is not a genuine need for grant-aid.
- All publishers in receipt of a Classics Grant must adhere to the General Terms and Conditions [GT&C CLASSICS (2021)], including the timely supply of bibliographical data and making grant-aided titles available through normal trade channels (including the Books Council's Distribution Centre). Publishers are asked to familiarise themselves with this document before proceeding with an application.

6 PAYMENT OF GRANTS

The Books Council will release the grant to the publisher on receipt of four complimentary copies of the book (ordered from the Distribution Centre) and a completed claim form [GC CLASSICS (2021)]. The Books Council reserves the right to alter the amount of the grant payable if the details in the claim form differ significantly from information presented in the original application or if the publisher fails to adhere to the conditions of grant aid [GT&C CLASSICS (2021)]. Please note that grants that

have still not been claimed 12 months after the publication date noted on the application form will be automatically revoked.

7 MONITORING AND EVALUATION OF WORK FUNDED

The Books Council will ask publishers to provide regular updates of sales figures for titles supported under this scheme and may also require copies of reviews to help monitor quality. It is a condition of grant that these figures should be supplied.

NOTES ON COMPLETING THE APPLICATION FORM (as referred to on the form)

- Category** Please insert the Category of book you intend to publish. The Book Industry Communication (BIC) Standard Subject Categories & Qualifiers scheme is the standard classification scheme for the UK book trade and other English-language markets, and a full list of categories can be found at www.bic.org.uk/productinfo-subjectcat.html. The main relevant category headings are as follows, but please see the full list for more detail:

A	The Arts	G	Reference, Information & Interdisciplinary Studies
B	Biography & True Stories	H	Humanities (History, Archaeology, Philosophy, Religion)
C	Language	J	Society & Social Sciences
D	Literature & Literary Studies	W	Lifestyle, Sport & Leisure
F	Fiction & Related Items	Y	Children's, Young Adult & Educational
- Format** The format of the book you intend to publish should be appropriate for the category of book and follow industry norms, e.g. 'A format', normally a trimmed page size of 178 x 111 mm (unsewn), is the usual format of mass market paperbacks; 'B format', normally a trimmed page size of 198 x 126 mm (unsewn), is the usual format for paperbacks favoured for non-fiction and literary fiction. If in doubt, please consult the Books Council. Grants will not be awarded for books which have inappropriate formats or poor production standards.
- Publication Date** Please give a full publication date. You may amend this, if necessary, as long as adequate notice is given and the title does not slip beyond 12 months; see the General Terms and Conditions of Grant [GT&C CLASSICS (2021)]. Where only a month and year are given, the default date of the 15th of the month will be used by the Books Council.
- Royalties** The Books Council usually bases grants on royalties of 10% of the net receipts; see the General Terms and Conditions of Grant [GT&C CLASSICS (2021)].

Application forms and further advice can be obtained from:

**Publishing Development Department, Books Council of Wales, Castell Brychan,
Aberystwyth, Ceredigion, SY23 2JB
e-mail: english.grants@books.wales**

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CYNGOR LLYFRAU CYMRU
BOOKS COUNCIL of WALES

ENGLISH-LANGUAGE PUBLISHING GRANTS

GENERAL TERMS AND CONDITIONS CLASSICS GRANTS

- 1 The offer of grant is made on the basis of the information contained in the application and in any supplementary correspondence. The Books Council reserves the right to reconsider or revoke the grant awarded in cases where the published work does not correspond to the details given on the application form or otherwise agreed.
- 2 The grant recipient shall comply with any additional conditions and scheme requirements specified in the formal offer of grant or in any covering letter.

In the case of any grant-aided book, the Books Council should be informed of any financial support received towards the publication of the book from any source other than the Books Council.

- 3 Where applicable, the author must receive and sign a contract before the book is published and at the same time as the publisher commits to publish. Royalties must be paid regularly. Royalties or fees should conform to the usual trade practice, but the Books Council usually awards grants on the basis of a royalty of 10% of the net receipts for books which receive Individual Literary Book Grant, a Classics Grant or a book included in a Revenue Publishing Programme. However, where there is a discount to the trade in excess of 55% then the publisher may negotiate a different royalty for books sold at the higher discount (e.g. a percentage of net receipts). The author should receive a financial statement and payment if applicable at least once a year and the author's contract should state when such royalty statements and payments may be expected.

Timely bibliographical data (including ISBN, title, author, publisher, price, publication date, category and a short description) should reach the Books Council's Information Officer a minimum of six months before publication or within two weeks of the publisher receiving an offer of grant, whichever is the shorter period. This information will then be displayed on *gwales.com*.

An image of the book cover (a good draft rather than the final version is acceptable in the first instance) should reach the Books Council's Saes and Information Department a minimum of three months before publication. The cover will then be displayed on *gwales.com*.

The grant recipient should use the online proforma to submit all bibliographical information and cover images. Access to the online proforma is via a password, which can be obtained by contacting the Sales and Information Department. Where this is not possible the grant recipient should discuss this with the Sales and Information and the Publishing Development Department.

The publisher must update immediately all information about the title held on *gwales.com* (bibliographical information, short description and cover image) as and when any changes occur before and after publication, until the book is out of print. The grant recipient should make any necessary changes via the online pro-forma (or as advised by the Sales and Information Department). Additional publisher information may be submitted electronically at the publisher's discretion, including a table of contents, author biography, quotations from reviews and details of prizes won.

In addition to managing the flow of accurate information to the book trade, the grant recipient should inform the Publishing Development Department of any delays to the publishing date (or other particulars, e.g. change of title) in good time and a minimum of three months in advance of the original publication date. If the book is not published within three months of the publication date supplied to the Publishing Development Department, the grant may be automatically revoked. Any grants that are unclaimed 12 months after the publication date noted on the form will be automatically cancelled.

Grant-aided books must not be published during December and no grant will be awarded to any title scheduled for publication in December. Copies of any November titles must reach the Books Council's Distribution Centre by the last Wednesday in November. Books published in December, or November titles which arrive at the Distribution Centre after this date, will be subject to a reduction of £200 in the grant payable.

- 4 The number of copies printed must be indicated on the claim form. The grant recipient should seek the consent of the Publishing Development Department for any changes to the print run noted on the application in advance. The Books Council reserves the right to reduce the grant if the print run is altered without notification or consent.

The following acknowledgment must be printed on the title verso page in all books which have been awarded a grant or which have been worked on by staff whose posts are supported by grant aid: "The publisher acknowledges the financial support of the Books Council of Wales." In addition, where the logos of other funders/sponsors/supporters appear on the title verso page, cover or elsewhere in the book, the publisher must include the Books Council of Wales logo in addition to the wording given above. The financial support of the BCW should also be acknowledged at all public events aimed at promoting or marketing supported titles. Failure to include a proper acknowledgement may result in a reduction of up to 10% of the grant payable. Acknowledgement of this grant and any other references to the Council must not be used in any way to imply that the Council undertakes or accepts responsibility to third parties for the grant recipient's debts or obligations (see no. 28).

All titles funded from the Classics grant must display the Books Council Wales Classics logo on their spine. You may change the colour of this logo to incorporate it into your overall cover design.

All grant-aided books are required to display a 13-digit ISBN number and corresponding bar code on the cover of each publication.

In the case of reprints or new editions, the year of publication of the reprint or new edition must be displayed clearly.

- 5 It is a condition that books funded under this scheme must be distributed within Wales by the Books Council's Distribution Centre on the Books Council's terms (usually a minimum order of 60 copies of each title, but often higher, on a sale or return basis so that they can be made available to retailers on the usual commercial terms). Publishers from outside Wales must send an agreed amount of copies to the Book's Council's Distribution Centre before payment of the grant can be released.
- 6 To claim a grant, the publisher must complete a claim form and notify the Publishing Development Department that the title is available at the Books Council's Distribution Centre. The Publishing Development Department will order the required 4 complimentary copies of the book from the Distribution Centre.
- 7 The number of copies printed must be indicated on the claim form. The grant recipient should seek the consent of the Publishing Development Department for any changes to the print run indicated on the application in advance. The Books Council reserves the right to reduce the grant if the print run is altered.

The standard of the editing work undertaken and the book's general quality of design and production will be taken into consideration in determining the grant offered and the final grant paid. In cases where the editing or the general design or production is deemed to be substandard, the grant may be reduced. Such substandard editing, design or production may also be taken into account when considering future grants.

- 8 All non-printing publishers are required to retain invoices for the printing and binding work undertaken. The Books Council reserves the right to request these or any other relevant evidence of expenditure. Publishers are also required to seek a minimum of three quotes to establish the most competitive prices for typesetting and printing at least every 3 years, although more frequent comparisons are recommended.
- 9 Printer-publishers should keep a record of the prices charged in-house for printing books and these should reflect the prices charged to other customers for similar services. The BCW reserves the right to request these or any other relevant evidence of expenditure.

It is a condition that grant-aided books are delivered to the Books Council's Distribution Centre before or at the same time as they are available by other means to any distributor or retailer, or are available at a launch or other event. The publisher is responsible for the carriage and timely delivery of books.

If a book is available in both English and Welsh versions, and one of those versions has received grant support, then both versions must be available through the Distribution Centre in accordance with the terms specified in condition 16.

If a publisher receives core funding from the Books Council, e.g. support for posts, then it is a condition of that funding that all titles published by the publisher, whether in receipt of individual grant-aid or not, must be continuously available through the Books Council's Distribution Centre.

All grant-aided books should be in print and continuously available in the Books Council's Distribution Centre for at least one year after publication. In the event that sale of rights is secured within the initial twelve months after publication that a grant-supported title must be kept in print, the publisher should seek approval and guidance from the Books Council's Grants Department, or face the possibility of having to repay a portion of grant. If a book is unavailable or out of stock during the first year of publication, the Books Council may claim a refund of grant of

£1,000 per title. International co-editions and seasonal books, for instance some books published for Christmas, are excepted. Care must be taken that availability is not affected by, for instance, problems with binding, or inadequate print runs. It is the publisher's responsibility to ensure that books reach the Distribution Centre in good time to meet this condition.

In the case of grant-aided books, the selling price should not be substantially reduced (as in a half-price sale) for a period of eighteen months after publication. (This does not prevent publishers from having 'special offers' or other price reductions which are part of promotional strategies.)

The UK rights of grant-aided titles must not be sold without the prior agreement of the Books Council within the first two years of publication.

All grant recipients are required to provide sales figures for all titles for a period of up to two years from the publication date. The Books Council will request such figures as necessary. The Books Council reserves the right to request other, reasonable information about the performance of a grant-aided book in the course of evaluating the effectiveness of grant-aid and monitoring value for money.

If the purposes for which the grant has been offered are not fulfilled in due time, or if the relevant conditions have not been complied with, the Books Council may require the recipient to return all or part of any grant which may have been paid.

- 10 The publisher for themselves (and others) covenants with the Books Council of Wales and their successors in title that the publisher will at all times hereafter save harmless and keep indemnified the Books Council of Wales from all proceedings, costs, claims and demands in respect of any act that might result in the breach of any of the laws of England and Wales.